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| D:\i2  Logo | Job Description – Store Clerk |

**Job Specifications**

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| Divisions Activity | Operation |
| **Director’s Title**  | Operations Director |
| **Manager’s Title** | Logistics Manager |
| **Direct Superior's Title** | Warehouse Manager  |
| **Position’s Title** | Store Clerk |
| **Number of Subordinates:** | None |
| **Number of holders of the same title** | 13 – 15 |
| **Work Station/Premises Location** | Branches Store |
| **Total Number of years of experience** | 3 years |
| **Professional experience** | 0 – 3 years experience handling a similar function |
| **Age (Average)** | 25 |
| **Required Qualifications** | Secondary school certificate or equivalent  |
| **Major Responsibilities:*** Responsible for store inventory by implementation the company SOP’s and its feedback systems to his direct supervisor.
* Adhere and implement operating standard and process
* Implement store work instructions.
* Control Daily sales cycle including receiving goods, sales rep’s loading, daily retorting stock take, and van offload and DAP items receiving and storage
* Handle Daily inventory cycle
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| **Skills:** |
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| * **Language Skills:**
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| Good knowledge of the English Language is a must. |
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| **Computer Skills:**Professional users’ knowledge of MS Excel, Power Point |
| **Other Skills:*** Analytical Skills.
* Time management.
* Numerical aptitude.
* Accuracy in forecasting.
* Strong supervision stills.
* Communication skills.
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| **Person’s Profile**: (self-motivated, presentable, logical, good listener, communicative, self-confident, etc.) |
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| Has eye for detail, accurate and confident |
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